

Reserve Pay and Active Travel Package submission for PSD

AT/ADT PAY AND ALLOWANCES PACKAGE:

This package should be prepared and submitted immediately upon members reporting. The member's command is responsible for endorsing of the orders for reporting and detaching, (time/date), and authorization for RATSEPS or BAS and BAQ – Single if applicable. The following items (**ORIGINAL & TWO COPIES**) must be provided to PSD by Tuesday for the current week to be paid by that Friday:

_____ Original orders, and all modifications (ensure all endorsements, i.e. reporting, RATSEP, BAS, BAQ-Single, BOQ as applicable).

_____ BEQ or BOQ Endorsement.

_____ Page 2 (NAVPERS 1070/602) Properly prepared and certified prior to this AT and within the last six months.

_____ W-4. If Tax Exempt zone is, or was applicable, member needs to claim excess exemptions or provide command letter of authorization.

_____ NAVCOMPT Form 2120 must be filled out completely, including member's signature and date. If member is local and only travel entitlement is mileage, put one-way mileage down for day of reporting, and one day for detaching.

AT/ADT/IDTT AND REGULAR TRAVEL CLAIM PACKAGES:

This package should be submitted either on the last day of AT/ADT/IDTT or as soon as possible thereafter, but not later than 5 workdays after completion of travel. The following items should be submitted in **ORIGINAL AND ONE** copy:

_____ 1st time submission –Travel History form for EFT information

_____ Original orders, and all modifications (ensure all endorsements, i.e. reporting, detaching, messing and berthing availability/non-availability, RATSEP, BAS, BAQ-Single as applicable).

_____ Travel Claim (DD Form 1351-2) filled out completely, even for supplemental travel, (ensure block 16 is checked if POV used, and the claim signed and dated).

_____ All receipts and paperwork to substantiate travel claim. Member must claim all reimbursable expenses, (i.e. Lodging, Rental Cars, Gas, Conference Fees, etc.). Also, Orders must allow for Commercial Lodging/Messing, Rental Cars, Conference Fees, any other claims for reimbursement over \$75.00.

TEMPORARY ADDITIONAL DUTY TRAVEL CLAIM PACKAGES:

This package should be submitted upon 5 working days of completion of TEMADD on TAD orders. The following items should be submitted in **ORIGINAL AND ONE** copy:

_____ 1st time submission –Travel History form for EFT information

_____ Original orders, and all modifications (ensure all endorsements, i.e. reporting, detaching, messing and berthing availability/non-availability, RATSEP, BAS, BAQ-Single as applicable).

_____ Travel Claim (DD Form 1351-2) filled out completely, even for supplemental travel, (ensure block 16 is checked if POV used, and the claim signed and dated).

_____ All receipts and paperwork to substantiate travel claim. Member must claim all reimbursable expenses, (i.e. Lodging, Rental Cars, Gas, Conference Fees, etc.). Also, Orders must allow for Commercial Lodging/Messing, Rental Cars, Conference Fees, any other claims for reimbursement over \$75.00.

_____ Phone # _____ Command _____

PLR typed name or printed

PLR Signature